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## 1991-92 UNOPA Executive Board Minutes, December

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**UNOPA EXECUTIVE BOARD MEETING**  
**December 3, 1991**

**DATE AND PLACE:**

UNOPA's Executive Board met Tuesday, December 3, 1991, at 3:30 p.m. in the Nebraska East Campus Union.

**MEMBERS PRESENT:**

Jeanne Andelt	Sandy Lineberry	Deb Ruthsatz
Kathy Bennetch	Linda Pence	Michelle Sieber
Luise Berner	Susan Ray	Anna Simmons
Monie Brownson	Bonnie Reese	Judy Winkler

Absent: Dora Dill	Sheila Perry
Jan Harris	Ronda Vietz
Lorraine Moon	Lola Young

Guest: Sue Drammeh

**CALL TO ORDER:**

The meeting was called to order by President Sandy Lineberry at 3:30 p.m.

**APPROVAL OF MINUTES:**

The November 5, 1991, minutes were approved as printed.

**COMMUNICATIONS:**

President Lineberry reminded the Board about the upcoming NEOPA Regional Conference in Jefferson City, February 7. Anyone wishing to attend should contact Lola Young. We will pay our own expenses and registration and then submit an expense voucher on our return.

A copy of Bruce Currin's letter to all vice chancellors, deans, and directors was included in our information for today. Mr. Currin's letter outlined UNL's policy on employee attendance at UNOPA functions.

A letter was received from Mary White, Chair, NEOPA Employee of the Year Committee, asking for nominations for the award.

**ANNOUNCEMENTS:**

Linda Pence has been appointed by President Lineberry as the NAEOP membership contact person for 1991-92.

There will be no head table at the December 10 general meeting. We are encouraged to mingle and make new acquaintances at this informal meeting.

**Packet enclosures:**

- Letter from Bruce Currin
- Membership Committee report
- Treasurer's report

**TREASURER'S REPORT:**

Jeanne Andelt moved that the Treasurer's report as presented be approved. Linda Pence seconded the motion. **Motion carried.**

The issue of paying our bill (approximately \$2,000) to MJ Marketing for the visors was brought up and discussed. To date we have had approximately \$825 in gross sales. Jeanne Andelt did indicate that MJ Marketing is not pressing us for payment and there is also a possibility that the company may accept return of the remaining unsold visors. The motion was made by Linda Pence that UNOPA make a partial payment of \$500 at this time. Monie Brownson seconded the motion. **The motion carried.**

#### STANDING COMMITTEE REPORTS:

Awards (Deb Ruthsatz): The Silver Pen subcommittee (Susie Kreiter and Shirley Horstman) will be getting materials out shortly. Deb Ruthsatz has contacted Dr. Herb Howe and he has consented to make the presentation at the February meeting.

Employee Concerns (Anna Simmons): The committee for the Sue Tidball Award has held its first meeting and work is progressing.

Jan Harris and Patti Lutter will be meeting with Kirk Beyer and Faye Moulton regarding feedback from the Reclassification Round Table meetings held in October. Anna reported that this committee is now closed. Discussion followed regarding additional concerns for this committee.

Foundation (Sheila Perry, absent): No report.

Hospitality (Susan Ray): She has already received 112 reservations for Tuesday's luncheon (maximum seating is 130). Rose Frolik will be among those attending next Tuesday. Suggestions were made to put department/ area on the name tags and to "flag" new UNOPA members so the Board can make a special effort to welcome these new members.

The shuttle service was discussed. The \$1 charge per ride has not covered the actual cost. The UNOPA treasury has been making up the difference. Susan indicated only six people have signed up thus far for the December shuttle service. Kathy Bennetch made the motion that we not use the shuttle service this month but rather arrange car pooling for those needing a ride. Bonnie Reese seconded the motion. **Motion carried.** For the January meeting, Susan will be looking into the possibility of sharing the shuttle service expense with UAAD.

Membership (Monie Brownson): Membership now stands at 259: 205 active, 20 associate, 17 retired, and 17 honorary.

Nominating (Dora Dill, absent): Dora will be presenting a skit at Tuesday's general meeting encouraging members to become candidates for office.

Professional Growth (Linda Pence): A "hands-on" PSP workshop will be held January 28, 2:00-5:00 p.m., at the Wick Center. Participants will receive help with actually filling out the forms. Jeanne Andelt will be making a presentation to start the meeting and mentors who have already received their PSP will be available to help. This workshop will be offered free to UNOPA members and non-members will be charged a small fee. UNOPA membership is not mandatory to receive the PSP (but certainly does help).

Publicity (Ronda Vietz, absent): No report.

Program (Kathy Bennetch): Arrangements have been confirmed with Valentino's. Kathy asked the Board to listen for feedback from the membership regarding the arrangements, etc., for this off-campus luncheon.

Salary Issues (Judy Winkler): Judy and Lorraine will be meeting over the holidays to work on a salary issues survey. They are also looking into some possible salary schedule discrepancies which have been brought to their attention.

UNOPA Notes (Michelle Sieber): The deadline for NOTES is December 9. Michelle plans to have this issue out before the holiday break.

Ways and Means (Bonnie Reese): Her committee is working on gifts/donations for a raffle. Ticket sales are planned for the month of January with the drawing to be held at the February general meeting.

#### UNFINISHED BUSINESS:

Deb Ruthsatz reported the ad hoc committee formed to suggest guidelines for the Floyd S. Oldt Outstanding Staff Award will be forwarding their recommendations to Dr. Herb Howe within the next few days.

Discussion about possibly hosting a future NEOPA conference was tabled until next meeting.

#### NEW BUSINESS:

President Lineberry reported on the Chancellor's meeting, November 5. Most of the meeting was devoted to Dr. Spanier who explained his philosophies, etc. Sandy did report briefly on the Floyd S. Oldt Boss of the Year Award. She also reminded those in attendance about the upcoming Silver Pen Awards and encouraged them to submit nominations.

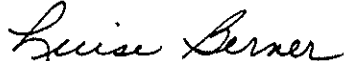
As indicated in the Correspondence section, UNOPA received a letter from Mary White regarding a nomination for NEOPA Employee of the Year Award. Names suggested were Sandy Lineberry, Audrey Schardt, and Linda Pence. Jeanne Andelt moved that the Board cast a written ballot for their choice. Susan Ray seconded the motion. **Motion carried.** Ballots were distributed, collected, and counted. Sandy Lineberry was the majority choice.

Sue Drammeh distributed copies of the present constitution and the proposed constitution. She then reviewed some of the major changes. Luise Berner moved that the proposed constitution as prepared by Sue and her committee be submitted to the general membership at the December 10 meeting. Anna Simmons seconded the motion. **Motion carried.** President Lineberry and the Board then acknowledged and thanked Sue for her diligent efforts on a long and demanding task.

#### ADJOURNMENT:

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Luise Berner, CEOE  
Recording Secretary

